Dear Parents/Guardians,

Thank you for your partnership in the evaluation process for your child to determine eligibility for special education services and educational planning. As we agreed at the evaluation planning meeting, the school team requires documentation of your child’s medical needs and/or diagnosis to identify a disability.

The evaluation team considers all available information, including medical documentation, to make an informed decision about whether the child qualifies for special education services and what those services should be.

Here are some examples of artifacts that a medical provider could provide to document your child’s diagnosis or medical condition:

* Optional Medical Statement Form (provided by the school)
* Medical history report
* Physician notes and progress reports
* Evaluation reports
* Specialized evaluations (such as audiological or vision evaluations)
* Letters or reports from other healthcare professionals involved in the child's care

Depending on the category or categories your student is being evaluated for, the following medical providers are eligible to provide the required medical documentation:

* Physicians
* Naturopathic Physicians
* Nurse Practitioners
* Physician Assistants
* Audiologists
* Ophthalmologists/Optometrists

Your timely cooperation and attention to this matter is greatly appreciated. Please do not hesitate to contact me at [contact information] if you have any questions or concerns.

Sincerely,

[Name]

[Title]

[School District]